



## **THURLASTON PARISH COUNCIL**

Clerk/Responsible Financial Officer: Elaine Foxon  
16 Cambridge Drive, Desford, Leicestershire, LE99JB  
Tel: 07873 229990 Email: clerk@thurlastonparish.org.uk

## **RISK MANAGEMENT: POLICY STATEMENT**

### OVERALL POLICY

As part of its general aim to provide a high quality of service to parishioners, Thurlaston Parish Council will have an effective procedure to identify and document key potential risks in all areas of its activities and to establish ways of managing those risks.

Bearing in mind the Parish's modest size and limited resources, the risk management procedure and practice will be kept simple and be guided by a practical common-sense approach.

### RESPONSIBILITY

Responsibility for the risk management procedure will lie with the Council members. The Council will approve the policy and procedure and any proposed amendments to it.

### IMPLEMENTATION

The assessment of risks and remedies will follow three main steps:

1. Identify key risks facing the Council.
2. Evaluate both the consequences and the likelihood of each risk arising.
3. Decide upon appropriate measures to control, reduce or avoid the risk or its consequences.

The Clerk will maintain detailed records of the application of the above three steps.

### REVIEW/AMENDMENT

At regular intervals, as decided by the Council, members will review the operational policy and consider the adequacy of the procedures at that time. The members in meeting may decide to amend the policy if they judge it necessary.

### APPROVAL

This Risk Management Policy Statement was approved by Thurlaston Parish Council at its meeting on 14<sup>th</sup> January 2020.



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## Thurlaston Parish Council Risk Assessment

Updated 7<sup>th</sup> January 2020

<u>Risk Identification</u>	<u>Risk Evaluation</u> (Consequence & Likelihood) H/M/L	<u>Preventative Measures</u>	
		<u>Already in Place</u>	<u>Action Required</u>
<b><u>Physical Assets</u></b> Protection of play equipment and other assets	L	<ul style="list-style-type: none"> <li>▪ Equipment insured</li> <li>▪ Fixed asset register updated</li> <li>▪ Insurance values revised</li> </ul>	
Inspection and maintenance of play equipment	M	<ul style="list-style-type: none"> <li>▪ Annual NPFA inspection</li> <li>▪ Repair as and when needed</li> <li>▪ Delegated members undertake regular inspections</li> <li>▪ Members taken appropriate training.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Upgrade funding ongoing.</li> </ul>
<b><u>Financial Matters</u></b> Adequacy of financial controls in general	M	<ul style="list-style-type: none"> <li>▪ Annual budget precept set by PC</li> <li>▪ Accounts spreadsheet circulated to the Finance sub-committee following each PC meeting.</li> <li>▪ Presentation of accounts to full PC meeting four times per year</li> <li>▪ Internal &amp; external audits</li> </ul>	
Risk of loss of cheques, postage stamps and other money type items	L	<ul style="list-style-type: none"> <li>▪ Mandatory insurance cover in place (£250,000)</li> <li>▪ No cash handled: all via bank</li> <li>▪ Every cheque has 2 signatures</li> <li>▪ Regular bank reconciliation</li> </ul>	Parish Clerk to schedule presentation of accounts
VAT Rules (Customs & Excise)	L	<ul style="list-style-type: none"> <li>▪ Proper record of VAT in Cash Book</li> <li>▪ Regular reclaiming of VAT</li> <li>▪ Auditors double check VAT figures</li> </ul>	
<b><u>Public Liability</u></b> (Mandatory Insurance) General risk to third party individuals or property	M	<ul style="list-style-type: none"> <li>▪ Insurance cover for £10m</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue with general risk assessment</li> </ul>
Recreation Ground: Risk of injury to child/park user	H	<ul style="list-style-type: none"> <li>▪ Insurance cover for £10m</li> <li>▪ Annual inspection of play equipment by NPFA</li> <li>▪ weekly inspection by PC appointed contractor</li> <li>▪ quarterly report to Chair of Recreation Ground sub-committee</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue with general risk assessments</li> </ul>



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<b>Employers Liability</b> (Mandatory Insurance) Comply with employment law so far as relevant	L	<ul style="list-style-type: none"> <li>▪ Insurance cover in place for risk of injury to employee linked to council work</li> <li>▪ Members of various national/regional associations</li> </ul>	
Comply with Inland Revenue requirements	L	<ul style="list-style-type: none"> <li>▪ Evidence on file for Clerk's employment status (obtain evidence of residency status)</li> </ul>	
<b>Legal Liability</b> Ensure Parish Council actions are within legal powers	H	<ul style="list-style-type: none"> <li>▪ Clerk has up to date manual of correct procedures</li> <li>▪ Seek advice from national bodies/other parishes where necessary</li> <li>Maintain membership of relevant bodies e.g. LRALC &amp; NALC</li> <li>▪ Standing orders introduced and approved &amp; published online</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clerk Continuous Professional Development</li> </ul>
Correct number of meetings and proper minutes maintained	M	<ul style="list-style-type: none"> <li>▪ Meet at least 10 times per year</li> <li>▪ Clerk prepares minutes which are approved at next meeting and available to public</li> <li>▪ Minutes available on website</li> </ul>	Continue to update website.
Proper document control	L	<ul style="list-style-type: none"> <li>▪ Clerk has refreshed all document filing</li> <li>▪ Leases/insurance policies kept in filing cabinet</li> <li>▪ Old minutes placed in Wigston Records Office (now full)</li> <li>▪ Freedom of Information policy approved and adopted.</li> <li>▪ Council is a registered data controller with ICO</li> <li>▪ Separate laptop solely for Parish Council business</li> <li>▪ Remote back up of laptop files undertaken daily via independent company</li> </ul>	<ul style="list-style-type: none"> <li>▪ All current documents at Clerk's home - Consider if any to be stored elsewhere</li> </ul>
<b>Councillor Propriety</b> Protection against dishonesty	M	<ul style="list-style-type: none"> <li>▪ Mandatory insurance cover for fidelity guarantee in place (current cover £150,000)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clerk to ensure cover is adequate and increase if necessary.</li> </ul>
Formal registers completed and retained	H	<ul style="list-style-type: none"> <li>▪ Clerk keeps register of each councillor's Declaration of Acceptance</li> <li>▪ Clerk keeps register of each member's signed Code of Conduct</li> <li>▪ Each councillor given copy of Standing Orders</li> <li>▪ Details of PC's kept updated on Parish Council website</li> </ul>	